# MEDICAL COMMUNICATIONS/INFORMATION TECHNOLOGY COORDINATOR

| RESOURCE CATEGORY | Medical and Public Health |
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| RESOURCE KIND | Personnel |
| OVERALL FUNCTION | The Medical Communications/Information Technology (IT) Coordinator provides medical teams with technical support for all forms of communication technology |
| COMPOSITION AND ORDERING SPECIFICATIONS | 1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Healthcare Resource Coordination and Support Team). <br> 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment |

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

| COMPONENT | SINGLE TYPE | NOTES |
|---|---|---|
| DESCRIPTION | The Medical Communications/IT Coordinator provides technical support to medical teams for all forms of medical communications, including deployable telecommunications systems and networking capabilities for units assigned to the medical group, and: <br> 1. Requires extensive knowledge of radio, telephony, and server operations <br> 2. Establishes internet access in remote locations and field operation sites <br> 3. Provides secure and private communications options that meet Health Insurance Portability and Accountability Act (HIPPA) standards <br> 4. Manages and directs a communications/IT unit or team's operations <br> 5. Helps the Medical Team Logistics Coordinator set up and maintain the Healthcare Resource Coordination and Support Team cache <br> 6. Reports to the Medical Team Leader | Not Specified |
| EDUCATION | High school diploma | Not Specified |
| TRAINING | Completion of the following: <br> 1. IS-100: Introduction to the Incident Command System, ICS-100 <br> 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 <br> 3. IS-700: National Incident Management System, An Introduction <br> 4. IS-800: National Response Framework, An Introduction <br> 5. Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness | Not Specified |

| COMPONENT | SINGLE TYPE | NOTES |
|---|---|---|
| **EXPERIENCE** | Knowledge, Skills, and Abilities:<br>1. Knowledge of and experience with a range of communications systems, consistent with field and disaster operations<br>2. Knowledge of healthcare-related software and IT products and their use<br>3. Ability to operate communications equipment included in the Healthcare Resource Coordination and Support Team cache<br><br>Experience:<br>Two years of experience in a practice setting such as a communications/IT-related business or a healthcare-related entity, including a hospital, health system, agency, service, or private practice setting, commensurate with the mission assignment | Not Specified |
| **PHYSICAL/MEDICAL FITNESS** | 1. Moderate<br>2. Is able to work wearing appropriate Personal Protective Equipment (PPE)<br>3. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations | 1. The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.<br>2. PPE is mission specific and may vary by work environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves, and masks. |
| **CURRENCY** | 1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years<br>2. Keeps immunizations up to date and commensurate with mission assignment<br>3. Background checks as applicable law permits or requires | Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history. |
| **PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS** | Not Specified | Not Specified |

## NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

## REFERENCES

1. FEMA, NIMS 508: Healthcare Resource Coordination and Support Team
2. FEMA, NIMS 509: Medical Team Leader
3. FEMA, NIMS 509: Medical Team Logistics Coordinator
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the National Qualification System (NQS), November 2017
6. U.S. Congress, House of Representatives, Committee of Conference. Health Insurance Portability and Accountability Act of 1996, July 1996
7. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness, latest edition adopted
8. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders